



## King County

### DEPUTY SHERIFF (Entry-Level and Lateral-Entry)

**Hourly Rate Range: (Entry) \$21.32 - \$29.85 (Top)**

At time of employment, **lateral-entry** deputies will be paid at the salary step commensurate with their experience and training as a law enforcement officer, as determined by the King County Sheriff's Office.

**Job Announcement No: 04LW3763**

**CLOSE: Open Continuous**

#### WHO MAY APPLY:

This position is open to qualified members of the general public who are at least 21 years old, are United States citizens, and can read, speak, and write the English language fluently.

#### WHERE TO APPLY:

Required forms and materials **must** be sent to: **King County Human Resources Division, King County Administration Building, Room 450, 500 4<sup>th</sup> Ave., Seattle, WA 98104**. PLEASE NOTE: Applications that are not received at this location may not be processed (i.e., do not deliver your application to the Sheriff's Office).

Application materials must be received by 4:30 p.m. on the filing deadline per testing cycle; **postmarks are not accepted**. Please refer to the attached information sheet for current testing dates and filing deadlines. Applications that are received after the date specified in the information sheet will be considered for the next testing cycle.

#### FORMS AND MATERIALS REQUIRED:

- **Entry Level Applicants** must submit a completed King County Deputy Sheriff's application form, the Self-Screening Questionnaire (questions #1- 17), and the Applicant Data Sheet to the address above. Remember to sign the application. **Please do not submit more than one application per testing cycle.**
- **Lateral Entry Applicants** must submit a completed King County Deputy Sheriff's application, the Self-Screening Questionnaire (questions #1 – 17 and 18 – 21), an Applicant Data Sheet, and a cover letter and résumé (following the instructions on the attached Lateral Entry Applicant Structured Résumé), to the address above. Remember to sign the application. **Please do not submit more than one application per testing cycle.**

#### WORK LOCATION:

King County Sheriff's deputies may work in the King County Courthouse in downtown Seattle, the Regional Justice Center in Kent, any of our precincts in unincorporated King County, or for our contracts including 13 cities, the King County Airport, and King County Metro Transit police.

#### WORK SCHEDULE:

Law enforcement duties are performed 24 hours per day, seven days per week. Shift work, including nights, weekends, and holidays is required.

#### PRIMARY JOB DUTIES INCLUDE:

1. Patrol designated areas in a one-officer patrol vehicle to deter and discover crime.
2. Enforce applicable laws and ordinances.
3. Respond to citizen calls for assistance and provide emergency services.
4. Use community policing and problem solving tools to solve chronic problems.
5. Issue citations, serve warrants of arrest, and arrest persons charged with felonies and/or misdemeanors. This may require the use of force, up to and including deadly force.
6. Investigate accidents and assist motorists and pedestrians.
7. Investigate crimes, write incident reports, and testify in courts of law.

**QUALIFICATIONS:**

- Must be 21 years old by time of application
- Must possess a high school diploma or G.E.D.
- Must be a current U.S. citizen
- Must be able to read, write and speak the English language so as to be easily understood
- Must possess a WA State driver's license by date of hire
- Ability to interact effectively and empathetically with a wide diversity of people
- Ability to analyze and solve problems, take initiative
- Ability to deal constructively with stress
- Ability to apply laws and policies to ambiguous situations
- Ability to exercise independent discretion using good, sound judgment
- Ability to be confident in approaching, taking control of, and resolving situations
- Basic computer skills are preferred

**NECESSARY SPECIAL REQUIREMENTS:**

- All applicants must pass a post-offer medical exam including the KCSO's vision standards, as defined below.
- All applicants must be able to pass an extensive background investigation that includes a polygraph, psychological evaluation, and criminal history checks.
- All commissioned personnel must successfully complete and maintain a law enforcement certification in the State of Washington.
- All commissioned personnel must qualify with a KCSO-issued firearm at least twice a year.
- All commissioned personnel are expected to maintain a level of physical and mental fitness so as to protect and serve the community at large throughout their career.

**ADDITIONAL REQUIREMENTS FOR LATERAL ENTRY APPLICANTS:**

1. Experience as a full time commissioned police officer with at least 12 months of patrol experience that is similar to the duties of King County Sheriff's Office deputies.
2. Successful completion of probation as a commissioned officer with a city police, county sheriff, or state patrol agency.
3. Less than a two-year break in service from a former police officer position.
4. Academy training and/or additional training that meets or exceeds the Washington State Criminal Justice Training Center's standards, as determined by the King County Sheriff's Office.

**UNION MEMBERSHIP:**

Employees must join the King County Police Officers Guild within 30 days of hire.

**NOTE TO PREVIOUS APPLICANTS:**

Candidates who do not qualify on the Written/Video Examination or Oral Board Interview must wait six months before reapplying and testing again.

**King County Is An Equal Opportunity Employer.  
Job Announcements Are Available In Alternate Formats For Persons With Disabilities**

Class Code: 7405

**DEPUTY SHERIFF VISION REQUIREMENTS:**

King County Sheriff's deputies must be able to perform the essential police officer functions related to seeing clearly and accurately at a distance, even in the event that one's glasses have been broken or one's contact lenses have fallen out. Each applicant's ability to perform this function will be assessed individually.

The general standard is:

- Must have normal color vision (based on the Ishihara standard range of normal color vision, as determined at the medical exam).
- Uncorrected vision of 20/100 or better, correctable to 20/30 with the use of glasses, hard contact lenses or soft contacts you have worn for less than one year. **OR**
- Corrected vision to 20/30 or better with soft contact lenses you have worn for at least one year (in this case there is no uncorrected vision standard) **OR**
- Uncorrected vision of 20/30 or better.

**DEPUTY SHERIFF BENEFITS PACKAGE:**

King County deputies receive a complete, competitive package of benefits. Please see the benefits description on the back of the job announcement. Additional details are as follows:

- **Vacation:** Eligibility starts after 6 months. Annual accrual rates are 12 days (yrs 1-5), 15 days (yrs 6-8), 16 days (yrs 9-10), 20 days (yrs 11-16); the rate then increases 1 day/year up to 30 days for the 26th year and beyond.
- **Sick Leave:** Employees earn one day per month. No limit is placed on accrual of sick leave. Upon retirement, death or resignation with 25 years of service, employees are paid for 35% of their unused accrued sick leave.
- **Long-Term Disability:** Currently the Police Officers Guild provides this optional benefit, at employee expense.
- **Premium Pay:** Paid for longevity and all specialty assignments, including patrol.
- **Educational Incentive Pay:** Deputies receive a 4% premium for a Master's Degree after 2 years of service, a 3% premium for a Bachelor's Degree after 3 years of service, or a 2% premium for an Associate's Degree after 4 years of service.

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**OTHER EMPLOYMENT INCENTIVES:**

- **Car per Officer Program:**  
Currently all commissioned personnel are assigned a "take home car" after they have successfully completed probation.
- **Quartermaster Program:**  
The King County Sheriff's Office provides all uniforms, weapons, and gear.

**Entry-level applicants should continue to the next page.**

**Qualified lateral officer applicants should skip to page 7.**

# DEPUTY SHERIFF SELECTION PROCESS

## Entry Level Deputies

### 1. Complete Application Package and mail or deliver to:

KING COUNTY HUMAN RESOURCES DIVISION  
Room 450, King County Administration Building  
500 4<sup>th</sup> Avenue  
Seattle, WA 98104

**If your address changes** you must notify the Human Resources Division, in writing, within two working days of the address change. Mail your change of address to the address above.

Complete the King County Deputy Sheriff employment application, including answers to questions 1 - 17 on the Self-Screening Questionnaire and the Applicant Data Sheet. Don't forget to sign the application.

Answers to the self-screening questions **must** be answered with **complete honesty**. Dishonest answers discovered at any stage of the hiring process **will** result in immediate disqualification.

- If you have any questions about your background or the screening questionnaire, call the KCSO Background Unit for an initial determination before submitting your application. (206) 296-4074.

### 2. Review of Application Package:

The employment application must be complete and signed, or it will not be accepted. Self-screening questionnaire answers will be evaluated to determine whether applicants initially meet background and state law requirements. Qualified applicants will be invited, in writing, to the physical fitness examination. Those who do not meet qualifications for whatever reason also will be notified in writing.

### 3. Workshops:

The King County Sheriff's Office schedules optional workshops to review the physical fitness and written/video examinations with applicants who are interested in learning more about the testing process. Specific dates and locations are listed on the attached Deputy Sheriff Information Sheet (last page). Applicants may attend one or all of these workshops, and are encouraged to do so.

### 4. Physical Fitness Examination:

In order to gain entrance into and successfully complete the Washington State Criminal Justice Training Commission Basic Law Enforcement Academy, new deputy recruits must pass the following physical fitness standards adopted by the King County Sheriff's Office. This portion of the exam process is Pass/Fail. The test battery consists of four test elements (further descriptions follow):

- Pushups
- One Minute Sit-ups
- 300 Meter Run
- 1.5 Mile Run

### 5. Written Examination:

Applicants who pass the physical exam will be invited to the written/video examination, which will test aptitude for police work, common sense, people skills, reading comprehension, and report writing skills. Those who pass the written/video test will be scheduled to take the Oral Board exam. The score on the video test counts as half of the applicant's overall score in the Civil Service testing process.

### 6. Oral Board:

Those who pass the video/written exam will be scheduled for the oral board exam, and interviewed by a panel of King County deputies and/or sergeants. The oral exam will evaluate each candidate's communications skills, personal history, and other abilities and skills regarding his or her potential as a King County deputy. This score counts as the other half of the overall ranking score for the Civil Service testing process.

## 7. Employment List:

The King County Human Resources Division maintains two Civil Service employment lists: one for entry-level candidates and one for lateral-entry candidates. As vacancies occur, the Sheriff's Office will determine which list to draw from to fill each vacancy.

- **Placement on the Entry-Level List:** Based on the combined score of the video and oral board exams, qualified candidates will be merged onto the existing entry-level eligibility list.

## 8. Certification:

The King County Human Resources Division will certify candidates from either list to fill vacancies as requested by the Sheriff's Office. (See the back of the job announcement for details.) The Civil Service Rule of Three is applied, so the KCSO will receive three names to consider for each vacancy. Successful candidates are given a "Conditional Offer of Employment," which is contingent upon successful completion of the background investigation, final interview, and medical examination.

## 9. Background Investigation:

Deputies must have a background that will neither detract from the public confidence in the KCSO nor impair the security of the department. As a result, applicants must pass a thorough pre-hire background investigation. This investigation will include criminal history (including illegal activities or patterns of misconduct), employment history, driving history, and an evaluation of psychological compatibility. Department detectives will conduct the investigation. Personal references and previous employers will be contacted, and applicants will undergo psychological testing and an evaluation by a department psychologist. Applicants **must** cooperate with the background investigator by providing **true and complete** responses in the application, self-screening questionnaire, oral board interview, background investigation questionnaire, psychological examination, and all other areas of testing. Responses **must** be free from intentional falsifications, misleading statements, and omissions. Dishonesty is grounds for automatic disqualification from the process. The Human Resources Division/Civil Service will remove applicants from the employment list who either fail or do not cooperate in all phases of the background investigation.

## 10. Appointment:

The King County Sheriff's Office may choose to hire, or not to hire, any individual who has passed the examination process and has been referred from the eligibility list. After completion of the background investigation and psychological evaluation, the department conducts a final job interview and makes its hiring recommendations to the Chief of Technical Services. With that approval, an offer of employment is made, contingent on passing the medical exam.

New deputies initially attend the Washington State Criminal Justice Training Academy (in Burien, WA). The Academy requires recruits to pass their physical fitness exam prior to beginning academy classes. The exam and the standards used are the same as those used in the KCSO's entry level testing process. Failure to pass the exam administered by the academy staff will result in termination. After new deputies have graduated from the Academy and have been commissioned as an officer, they are assigned to a KCSO precinct to begin their field training program. The 12-month probationary period begins when the recruit is assigned to a precinct.

## Entry Level Deputies Physical Fitness Testing Information

This is a pass/fail exam. Applicants must successfully pass each of the four events to pass the entire exam. Applicants who fail to pass the physical fitness examination will need to re-apply with the Sheriff's Office before they are allowed to take the next available examination. Applications will be made available at the site of the physical ability test for those who wish to re-apply.

Below are definitions of the various testing elements and some helpful information about preparing for the exam.

### Push-ups:

The push-up test is a measure of muscular endurance of the arms, shoulder, and girdle muscles. This test is administered with the individual in the standard "up" position for a full push-up. The individual's hands may be placed anywhere relative to his/her body as long as they do not exceed two shoulder widths apart. A four-inch (4") cube of foam rubber is positioned directly under the subject's costal arch, on the ground, for the purpose of counting. The individual lowers his/her body until the foam cube touches his/her chest. The individual then returns to the full "up" position (elbows locked) for the beginning of the next repetition. Legs and back will be straight. Individuals are **NOT** allowed to bend their legs at the knee. If the individual touches the floor with any portion of his/her body, the test is terminated. Only the number of correct push-ups performed will be recorded. **There is no time limit for this exercise.**

### Bent-knee Sit-ups:

Bent-knee sit-ups test muscular endurance in the abdominal muscles. The subject lies on his/her back with knees flexed at a right angle. The hands, with fingers interlocked, are placed at the back of the neck at ear level. A partner sits on the subject's insteps, with his/her hands placed behind the subject's calf muscles to keep the heels in contact with the floor. The individual sits up to touch the knees with elbows. Without pause, the individual returns to the starting position just long enough for his/her head (not just shoulder blades) to touch the mat and then immediately sits up again. Only the number of **correct** sit-ups performed in 60 seconds is recorded.

### 300 Meter Run:

This is a measure of anaerobic capacity, which is important for tasks such as short pursuits, running up stairs, and use of force. This is a timed run over the specific distance of 300 meters of flat terrain. If the test uses a 400-meter track, the applicant runs  $\frac{3}{4}$  of 1 lap (inside lane) at a maximum level of effort. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. The time used to complete the distance is recorded.

### 1.5 Mile Run:

This is a measure of cardiovascular endurance and is a timed run over the specific distance of one and one-half miles of flat terrain. This test requires a nearly exhaustive effort; however, individuals should not run to complete exhaustion. It is assumed that the individual has had the proper medical examination and has been cleared for an exercise program. It is advisable to allow adequate time prior to the test for stretching and warm-up exercises. The time used to complete the distance is recorded.

### Test Scoring

The matrix below shows the minimum passing score (MinPS) and maximum passing score (MaxPS). Any performance below the MinPS will disqualify the applicant from the testing process and performances above the MaxPS will not be added to the composite TTBS. The point system for each event is based on points awarded for each repetition or second completed.

The King County Sheriff's Office recommends that all applicants train so that they can exceed the level of the Standard Passing Score, to ensure achieving a composite score of 200. **PRACTICE, PRACTICE, PRACTICE!**

### Scoring Matrix

Exercise	Passing Range (MinPS to MaxPS)	Standard Passing Score (SPS)	Point System
300 Meter Run	56-71 (seconds)	63	1.33 pts./sec
Maximum Push-ups	21-35 (repetitions)	28	1.43 pts./rep
1 minute Sit-ups	30-38 (repetitions)	34	2.5 pts./rep
1.5 Mile Run	13:35-14:31 (mins/sec)	14.03	.0357 pts./sec

### Example Scoring Matrix

	300 M Run	Push Ups	Sit Ups	1.5 Mile Run	Score	TTBS
MaxPS	56 seconds	35	38	13:35	50	200
SPS	63.5 seconds	28	34	14.02	40	160
MinPS	71 seconds	21	30	14:31	30	120
Must Achieve Total Test Battery Score of:						160

# DEPUTY SHERIFF SCREENING PROCESS

## LATERAL ENTRY DEPUTY

### 1. Complete Application Package and mail or deliver to:

KING COUNTY HUMAN RESOURCES DIVISION  
Room 450, King County Administration Building  
500 4<sup>th</sup> Avenue  
Seattle, WA 98104

**If your address changes** you must notify the Human Resources Division, in writing, within two working days of the address change. Mail your change of address to the address above.

Lateral-entry applicants who meet the criteria listed as “ADDITIONAL REQUIREMENTS FOR LATERAL ENTRY APPLICANTS” on the job announcement (page 1) will be tested separately from entry-level candidates.

If you believe that you meet the qualifications as a lateral-entry candidate, you must complete the King County Deputy Sheriff employment application, the Self-Screening Questionnaire, and an Applicant Data Sheet. Please be sure to answer all questions (1 through 21) of the Self-Screening Questionnaire. In addition, attach a cover letter and résumé following the instructions on the Lateral Entry Applicant Structured Résumé. Remember to sign the application.

Answers to the self-screening questions **must** be answered with **complete honesty**. Dishonest answers discovered at any stage of the hiring process **will** result in immediate disqualification.

- If you have any questions about your background or the screening questionnaire, call the KCSO Background Unit for an initial determination before submitting your application. (206) 296-4074.

### 2. Review of Application Package:

The employment application must be complete and signed, or it will not be accepted. Self-screening questionnaire answers will be evaluated to determine whether applicants initially meet background and state law requirements. Screening questions 18 through 21, the cover letter, and résumé that are attached to the application will be reviewed to determine if the applicant meets lateral-entry standards. Qualified applicants will be invited, in writing, to the written test for laterals. Those who do not meet qualifications, for whatever reason, also will be notified in writing.

### 3. Workshops:

The King County Sheriff's Office schedules an optional lateral applicant workshop to review the testing process and answer questions about the selection process and the department. This workshop is scheduled just prior to the lateral-entry written test. All applicants are encouraged to attend.

### 4. Written Examination:

Experienced officers will take a reading comprehension and a report test. These tests are pass/fail, and those who pass both sections will be invited to the lateral Oral Board interview.

### 5. Oral Board:

Candidates who pass both the reading comprehension and report writing sections of the test will be interviewed by a panel of King County deputies and/or sergeants to evaluate their law enforcement knowledge, experience, and skill level, as well as personal history and communication skills. This oral board interview is a test for candidates with previous experience only and is not the same as the entry-level oral board. This oral board score is the entire ranking score for lateral entry candidates in the Civil Service testing process.

**6. Employment List:**

The Human Resources Division maintains two Civil Service deputy sheriff employment lists: one for entry-level candidates and one for lateral-entry candidates. As vacancies occur the Sheriff's Office will determine which list to draw from to fill each vacancy.

- **Placement on the Lateral-Entry List:** Based on their oral board score, lateral candidates are merged onto the existing lateral- entry eligibility list.

**7. Certification:**

The Human Resources Division will certify candidates from either list to fill vacancies, as requested by the Sheriff's Office. (See the back of the job announcement for details.) The Civil Service Rule of Three is applied, so the KCSO will receive three names to consider for each vacancy. Successful candidates are given a "Conditional Offer of Employment," which is contingent upon successful completion of the background investigation, final interview, and medical examination.

**8. Background Investigation:**

Deputies must have a background that will neither detract from the public confidence in the KCSO nor impair the security of the department. As a result, applicants must pass a thorough pre-hire background investigation. This investigation will include criminal history, employment history, driving history, and an evaluation of psychological compatibility. Department detectives will conduct the investigation. Personal references and previous employers will be contacted, and applicants will undergo psychological testing and an evaluation by a department psychologist. Applicants **must** cooperate with the background investigator by providing **true and complete** responses in the application, self-screening questionnaire, oral board interview, background investigation questionnaire, psychological examination, and all other areas of testing. Responses **must** be free from intentional falsifications, misleading statements, and omissions. Dishonesty is grounds for automatic disqualification from the process. The Human Resources Division/Civil Service will remove applicants from the employment list who either fail or do not cooperate in all phases of the background investigation.

**9. Appointment:**

The King County Sheriff's Office may choose to hire, or not to hire, any individual who has passed the examination process and has been referred from the eligibility list. After completion of the background investigation and psychological evaluation, the department conducts a final job interview and makes its hiring recommendations to the Chief of Technical Services. With that approval, an offer of employment is made, which is contingent on the applicant passing the medical exam. At that time, the formal offer of employment is made, a salary step is offered, and date of hire is finalized.

Experienced deputies are assigned to King County Sheriff's Office specific training prior to being assigned to a precinct and beginning the field-training program. Once assigned to a precinct, the deputy's 12 months of probation begins. Laterals who were not trained and certified by the Washington State Training Commission will be required to take the Washington State Equivalency as soon as possible during their probationary year.



## Lateral-Entry Applicant Structured Resume

To develop a resume that includes the information we need to evaluate your law enforcement experience, please follow the outline below, specifically answering the questions as stated. Also, please attach your last two department evaluations to this résumé. If you do not have any recent evaluations you should state the reason why. It is important that you are thorough and honest in your development of this résumé.

### I. ACADEMY

1. State the name and location of the police academy from which you graduated and what organization runs the academy (e.g., State of Washington, Seattle Police Department).
2. State the dates of your formal academy training (beginning and ending dates).
3. State the number of hours of academy classes your academy training provided.

### II. AGENCY

FOR EACH FULLY COMMISSIONED POLICE OFFICER JOB YOU HAVE HAD PLEASE LIST:

1. Name of agency
2. Dates of employment, giving month/day/year of beginning and ending dates.
3. Dates of probation, and whether you successfully completed probation.
4. Number of fully commissioned police officers employed by that agency.
5. Size of population served by the police agency.
6. State the extent to which your agency served rural or urban communities.

### III. EXPERIENCE

We are interested in getting considerable detail about each commissioned police officer job you have held, so please try to answer these questions very specifically. This information is used to initially screen applicants and then again to determine a lateral-entry deputy's starting salary step.

Starting with the first agency you worked for as a fully commissioned officer, state:

1. The chronology of assignments you worked, showing month/day/year. (Day may be approximate if not immediately known.) For example:
  - 2/15/87 to 12/25/90 Patrol (1 year, 10 months)
  - 1/1/90 to 6/30/91 Street Crimes Task Force (6 months)
  - 7/1/91 to 9/10/91 Undercover Narcotics Work (2+ months)
  - 9/11/91 to 12/5/93 Burglary and Larceny Detective (2 yr., 2 1/2 months)
2. Specifically explain if you were assigned any of the following types of assignments:
  - FTO (Field Training Officer): Your training for the position, number of recruits you trained
  - MPO or Corporal (Master Police Officer): Describe the responsibilities of that position
  - Detective: Explain what unit and your case load
  - Special Assignments: Describe special projects, DARE, task forces, etc.
  - Instructor/Trainer: Describe the department's training unit, the subjects you taught, etc.
  - Other

### IV. TRAINING

List classes taken beyond basic academy training, with month/year and number of hours if known.

### V. COLLEGE EDUCATION

State whether you have a degree, the type and major of the degree, the college where earned, and the date received. If you have college education but no degree, state the number of semester or quarter hours and in what subject, and from what academic institution.

### VI. Other Special Skills

State the level of proficiency of your computer skills and keyboarding skills; and Other law enforcement related skills and experience (diver, helicopter pilot, range master, martial arts, etc.)